

## DEPARTMENT OF BENEFIT PAYMENTS

744 P Street, Sacramento, CA 95814  
(916/322-6384 or 916/445-7046)



October 9, 1975

ALL-COUNTY LETTER NO. 75-214

TO: ALL COUNTY DISTRICT ATTORNEYS  
ALL COUNTY WELFARE DIRECTORS  
ALL COUNTY AUDITORS/CONTROLLERS  
ALL COUNTY PROBATION DEPARTMENTS  
ALL COUNTY WELFARE FISCAL SUPERVISORS  
ALL COUNTY ADMINISTRATIVE SERVICE OFFICERS

SUBJECT: TITLE IV-D CHILD SUPPORT AND PATERNITY PROGRAM -  
CLAIMING INSTRUCTIONS HANDBOOK

REFERENCE:

Attached is a handbook of claiming instructions for your use in obtaining federal reimbursement for administrative costs of the Child Support Program. This material has been proposed in Fiscal Manual format and will later become a part of the Department of Benefit Payments manual. Program instructions related to claiming and reporting for the disbursement of support collections and the SEIF portion of the program are contained in All-County Letters No. 75-204 and 75-211.

Although the quarterly time study is normally performed in the second month of the quarter, the November time study will be used for claiming child support administrative costs for the first two quarters of fiscal year 75/76. Two separate quarterly claims, covering July 1 through September 30 and October 1 through December 31, respectively, are mandatory to meet federal reporting requirements. These claims are due into the Department of Benefit Payments no later than the twelfth working day in January 1976. (The attached handbook gives claim mailing instructions.)

Starting with the third quarter, time studies will be performed in the second month of each quarter. The usual deadline for submitting your claim will apply. In every quarter it is mandatory to submit a claim packet consisting of the forms CA 356, 357, 358, 359, 360, and 361. Please do not send the time study form DFA 400.

Contact references: Jack Flanders (916/322-6384) on legal matters including Plans of Cooperation or the IV-D Child Support Unit (916/445-7046) on funding matters.

Sincerely

*RE Bishop*

for GARY G. ADAMS  
Deputy Director

Attachment

cc: CWDA

GEN 654 (2/75)